

CREW LEADER

FLSA Code: N

Job Code: 4015

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled and responsible technical work leading a crew performing installation, maintenance construction and repair on streets and utility lines, reading water meters and performing other public service operations; does related work as required. Work is performed under general supervision. Supervision is exercised over crew members.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising, leading and participating in the work of crews involved in construction, maintenance and repair of city facilities and reading water meters.

Supervises and participates in the work of skilled and semiskilled workers and equipment operators in the installation, repair, maintenance, rehabilitation or construction of utility lines, streets, sidewalks, driveways, parks, traffic signals and related facilities and in the reading of water meters;

Rechecks meter readings for accuracy; locates water meters;

Ensures compliance with standards, instructions and policies; loads meter routes; assigns reading routes;

Estimates requirements; sets and reads grade stakes; establishes slopes;

Pours and finishes concrete for sidewalks, driveways, curbs and gutters;

Supervises and makes line taps; reads commercial water meters;

Locates water and sewer lines for other utility companies; builds catch basins;

Supervises special work during leaf and snow operations;

Responds to inquiries and complaints from citizens/customers; helps customers locate line leaks;

Supervises and participates in masonry and concrete work;

Oversees the work of asphalt crew; sets forms; orders materials; supervises water and sewer line repairs;

Ensures crews comply with safety standards and policies;

Oversees, supervises and participates in street and drain-way maintenance;

Resurfaces and patches streets; repairs drainage facilities; repairs curbs, gutters, catch basins and sidewalks;

Supervises and participates in the operation of trucks, tractors, back-hoe, and other equipment in connection with assigned tasks;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school and extensive experience in the maintenance, operation, repair and/or construction of public works, utilities and other city facilities including considerable supervisory experience; possession of a CDL driver's license valid in the Commonwealth of Virginia and pesticide applicator certification issued by the Commonwealth of Virginia; thorough knowledge of repair, operation, maintenance, rehabilitation and construction of facilities and services to which assigned, the tools, materials and equipment used in such work and the occupational hazards and safety precautions of the work; demonstrated ability to assign and supervise the work of others and prepare simple reports, drawings and sketches; demonstrated ability to establish and maintain effective working relationships with associates and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.